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1 October 1965

**MEMORANDUM FOR: Deputy Director for Science and Technology**

**SUBJECT: Joint Recommendation Concerning  
Management Relations Between the Office  
of Special Activities, and the Office of  
Special Projects**

**I. OBJECTIVE:**

With an objective of establishing an Office of Special Projects and transferring those programs and projects involving Satellite Reconnaissance Systems from the Office of Special Activities to the Office of Special Projects, this paper recommends a management concept, and certain transfers of resources, responsibilities and authorities as mutually agreed upon and concurred in by both the Director of OSA and Director of OSP.

**II. GENERAL:**

The responsibilities, authorities and management functions of technical direction, operational control, contracting, security and cover, and budgeting and programming, concerning those Satellite Reconnaissance Systems within the DDS&T are assigned to the Office of Special Projects. Minor variations for administrative convenience and efficiency are noted, as appropriate, in succeeding paragraphs.

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### III. ACCOMPLISHED ACTIONS:

The Satellite Operations Center, along with assigned personnel and manning spaces, have already been transferred to OSP and full responsibility and authority, and all relations involving the SOC is assumed by OSP under the general management function of operational control referred to in Paragraph I. No further action is necessary. The [REDACTED] with personnel resources and its function of technical direction and operational control are also made a matter of record as being under OSP.

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to OSP. No further personnel or other resources in the general management areas of technical direction and operational control of Satellite Systems are required from OSA.

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### IV. DIRECT OSA SUPPORT TO OSP:

In the functional areas listed below, OSA will provide direct support to OSP as requested and required. It is estimated that no further personnel resources will be required within OSA in these functional areas, provided that the scope of projects and missions within OSP remain at the present level. However, the Director of OSA reserves the option of requesting additional personnel ceiling increases, and other resources, after a period of experience to establish the real workload resulting from the over-all organizational split.

#### A. Financial Operations:

Payment of invoices, accounting, maintenance of financial records, processing of vouchers, preparation of monthly obligation status reports, etc.

#### B. Travel:

OSP will program and budget their own travel funds which will then be transferred to OSA for administration as a special line item in support of OSP travel.

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**C. Registry**

**D. Communications:**

Provide support and staffing to OSP facilities.

**E. Logistics:**

Storage and warehousing

**F. Procurement:**

Procurement of film and other joint commodities.

**G. Computer Support:**

Subject of separate memo.

The support in the above areas provided by OSA will be accomplished upon request of OSP in an efficient and timely manner. It is clearly understood and agreed upon that the managers of the above functional areas work for and report to, only, the Director of OSA. In the event of any conflict, these managers receive direction and instructions from the Director of OSA. In case of such conflict, the Director of OSA will coordinate with the Director of OSP to obtain a mutually agreed upon solution. Unresolved conflicts between the Director of OSA and Director of OSP will be submitted to the DD/S&T for resolution.

**V. SPECIAL MANAGEMENT AREAS:**

**A. Routine administrative support:**

OSP will receive all administrative and personnel support from the DDS&T staff.

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**B. Cover:**

All responsibility for cover in the Satellite programs is assumed by OSP within the general management function of security as noted in Paragraph I.

**C. OSP support to OSA:**

It is agreed that certain resources under management control of OSP, more specifically certain communications stations and security offices under management control of OSP will respond to requests for support from OSA. OSA will request such support direct to the Field as required, with info to OSP. In case of conflict, it is clearly understood that the managers of these functions work for and report to only the Director of OSP. In case of conflict, they will receive instructions from the Director of OSP who will coordinate with the Director of OSA for an agreed upon solution. Unresolved conflicts between OSA and OSP will be submitted to the DD/S&T for resolution.

**D. Control of Take from Satellite Programs:**

Control of take from Satellite programs will be the responsibility of OSP. OSA will supply transportation as required and requested.

**E. Contracting:**

by name along with their personnel spaces will

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transferred from OSA to OSP. [REDACTED]  
and his manning position will be assigned to  
OSA. This transfer of people and positions  
is necessary to OSP to establish a minimum  
competent capability in the contracting area.  
This transfer leaves OSA critically short  
of contracting capability to accomplish its  
remaining contract functions. A separate  
request for a considerable increase in  
contracting personnel will be submitted by  
OSA as a separate subject and request to  
DD/S&T. The Director of OSA and  
Director of OSP recommend the complete  
separation of the two contracting offices,  
which will require special contracting authority  
to OSP from the DCI. In the event that this  
is not done and the Chief Contracting Officer  
in OSP is only redelegated authority from  
the Chief Contracting Officer of OSA, the  
Director of OSA requests a document from the  
DD/S&T relieving him of all legal responsibility  
for those contracts under the management  
control of OSP.

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**F. Security:**

[REDACTED]

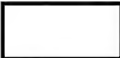
positions, are transferred to OSP from OSA. As  
in the contracting area, the Director of OSA

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and Director of OSP recommend complete independence between the two Security Offices. Again, as in contracting, if the security function with the OSP remains as an administrative part of the Security Staff of OSA, then the Director of OSA requests a document relieving him of all responsibility for security matters in those Satellite projects under the management control of OSP.

VI. The above agreements are considered by both the Director of OSA and Director of OSP as the most favorable and workable beginning management concept in accomplishing a final divorce of Satellite management responsibilities between the two offices. It is agreed that the Director of OSA and Director of OSP will maintain close liaison in an environment of mutual respect and determined effort to accomplish the mission without antagonism or bureaucratic conflict.

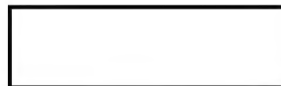
As a matter of record, General Ledford, as Director of OSA, takes no stated official position to the concept of establishing the Office of Special Projects as a separate office for Satellite management within the DDS&T.

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**JOHN J. CROWLEY**  
Director  
Office of Special Projects


(Signed) Jack C. Ledford  
**JACK C. LEDFORD**  
Brigadier General, USAF  
Director of Special Activities

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